**JOB TITLE:**                **DEPUTY CITY MANAGER**

**DEPARTMENT:**          **CITY MANAGER'S OFFICE**

**BASIC FUNCTION:**

Perform a wide range of high level managerial and professional staff work at the request of the City Manager. Function as project director on assigned major City programs. Plan, organize, direct and coordinate City departments; perform related responsibilities as required.

**DISTINGUISHING CHARACTERISTICS:**

This is a single incumbent position serving as a member of the Leadership Team and the head of a major service area. The Leadership Team is responsible for the development of City-wide organizational policies, goals, objectives and priorities.

**KEY RESPONSIBILITIES:**

Provide professional analysis and advice to the City Council, City Manager, Assistant City Manager, City departments and other City boards and commissions related to areas of responsibility.

Conduct research, critical analysis, financial analysis and special studies on complex and sensitive administrative and policy issues and prepare reports involving the evaluation of departmental operations and service programs.

Coordinate special projects including inter-departmental projects and those City projects undertaken with other agencies.

Assist in the development of the City's overall goals, objectives, policies and priorities.

Lead City departments and their management teams toward the achievement of their organizational objectives and the objectives of the City as a whole. Supervise, direct, train and evaluate the work of directors and/or other assigned staff.

Direct the implementation of the City's financial policies and programs to ensure effective implementation of the City Council's goals and objectives and to maintain fiscal integrity.

Assist the City Manager in the preparation, coordination and analysis of annual department budgets; direct the preparation and administration of multiple departmental work programs and annual budget.

Attend and make presentations at meetings of the City Council, and other City boards and commissions.

Represent the City in the community and at professional meetings as required.

Coordinate activities with other City departments and other public or private agencies.

Respond to and resolve difficult and sensitive inquiries and complaints.

May serve as Acting City Manager as assigned.

**QUALIFICATIONS:**

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification.  Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job.  The requirements listed below are representative of the knowledge, skill and/or ability required.

**Knowledge of:**

Principles of organization, administration, budget and human resources management.

Federal, State, municipal laws, statutes, codes and ordinances related to the areas in Administrative Services.

Local government financial practices and procedures.

Methods and techniques of research, statistical analysis and report presentation.

**Ability to:**

Carry out a wide range of research and representational activities requiring analytical ability and diplomacy.

Organize and direct the City departments and programs; provide administrative and professional leadership for assigned staff.

Properly interpret and make decisions in accordance with laws, regulations and policies.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Develop and administer annual and long-range programs and budgets.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Work cooperatively and effectively with management staff, employees and others.

Supervise, train and evaluate assigned staff.

Communicate clearly and concisely, both orally and in writing.

Work well under pressure to meet deadlines.

## EXPERIENCE AND EDUCATION:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to a bachelor's degree and preferably a graduate degree from an accredited college or university with major course work in business administration, public administration or closely related field, and five years of progressively responsible professional work experience in the field of municipal government administration, or in a closely related field at an administrative or management level.

A master's degree in public or business administration is highly desirable.

## PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret financial and statistical data,

information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, Council members and others encountered in the course of work.

Ability to work in a standard office environment with some exposure to the outdoors; ability to travel to different sites and locations; attend evening meetings; work under pressure and potentially stressful situations.

This is an at-will management classification.

DATE APPROVED: July 2007